

March 31, 1983

MEMORANDUM FOR: Case Officers and Intelligence Assistants

SUBJECT : DECAL

1. To update you on current procedures for DECAL entries and queries the following procedures are used:

A. All incoming FOIA requests from the public are checked by Donna to see if there is previously released information which may be pertinent to the request. She will provide you with this information if there are documents pertinent to the request. Referrals are not checked, nor are any Executive Order requests. If you want these checked contact Donna.

B. It is the case officers responsibility to provide Donna with releases of information on EO and FOIA cases. Both ~~sanitized and declassified CIA documents are input into DECAL.~~ Only CIA originated documents are input into DECAL. We will pull non-CIA originated releases and destroy these documents if they are part of a release we receive. Please attach a copy of the cover letter to the requester to your package of released documents when giving them for DECAL input. This will provide helpful indexing information for Donna. If you're not sure if these documents have been previously provided for DECAL input we can check this for you by your providing the documents or information on the documents- whichever is easier for you. We also update versions of the release of documents, if the release version has been changed we need the most current version of release.

C. Brenda reproduces the microfiche for re-releases and controls the re-releases of information from DECAL. She also inputs entries on the Term List. If you have questions on these two matters contact Brenda. She works Monday, Tuesday, and Thursday.

D. You can contact both Donna and Brenda on  room 1223.

2. Good luck. It's been a great experience working with you.



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